

# **Portal Authority Board of Directors**

## **MINUTES**

### **Portal Authority Board of Directors Special Meeting**

**September 14, 2005**

**1:30 p.m. – 4:00 p.m.**

**Legislative Services Building**

**200 E. 14<sup>th</sup> Ave.**

**Hearing Room A, 1<sup>st</sup> Floor**

**Denver, CO**

#### **I. Call to Order: 1:45 p.m., Chairman Cadman**

##### **A. Roll Call**

Attendees: Arrowsmith (phone), Cadman, Cooke, Feingold, Jenik, May, Williams, T.

Excused: Groff, Marroney, Picanso, Sobanet, Wells

Notes transcribed by Angie Onorofskie, Statewide Internet Portal Authority

Quorum Established

#### **II. Executive Session**

Chairman Cadman called for a motion to amend the agenda and move into executive session with Richard Westfall, SIPA legal counsel, for the purpose of discussing matters related to SIPA personnel.

**MOTION:** To amend the agenda and move into executive session with Richard Westfall, SIPA legal counsel, for the purpose of discussing matters related to SIPA personnel.

Cooke/ Feingold

**APPROVED UNANIMOUSLY**

The regular meeting resumed at 2:00 p.m.

#### **III. Recommendation from the Personnel Committee, Michael Cooke**

**MOTION:** The Personnel Committee, with the help of the Board of Directors as a whole, recommends proceeding to the negotiation process with Don Ravenscroft, Greg Jenik and Jim Mulford. Board Secretary, Tambor Williams is hereby given authority to make the appointment of the executive director position to any one of the aforementioned candidates following negotiations.

**APPROVED UNANIMOUSLY**

**IV. Approval of the September 1, 2005 Minutes**

The approval of the September 1, 2005 minutes was postponed until the October 6, 2005 Board meeting in order to give Board members more time to review the minutes.

**V. Committee Reports**

**A. Business Committee, Michael Cooke**

Michael Cooke, chair of the Business Committee, reported that the committee has reworked the original project prioritization plan, and the committee is very comfortable with the outcome of the document.

Gregg Rippy then provided a more detailed report of the specific changes to the document (E-Government Services Project Prioritization). In the Value Item section, the following general changes were made:

- “Mandate for the service”– no change
- “Exposure/marketing benefit” removed.  
*The reason for the removal of this value item is not because it isn’t important, but because the Business Committee determined that application prioritization should not be based upon this.*
- “Customer benefits” and “Customer population and demand” combined into “Customer benefits and demand/adoption”
- “Agency benefit” changed to “Agency business case”  
*The project allows the agency to better meet the needs and demands of its citizens.*
- “Colorado.gov benefit”– no change

The following general changes were made to the Resource Item section:

- “Agency resource requirement” changed to “Agency readiness”  
*The agencies and EGE's will self-assess personnel, time and analysis of systems, and they will make the final determination as to whether or not they are ready. If the agency doesn't accurately assess itself, then the agency will have no credibility. SIPA will trust the agencies and EGE's to perform this analysis until they are given a reason not to trust them. It will be a collaborative effort.*
- “CI Resource requirement” – no change
- “Multiple party involvement” – no change
- “Time urgency” – no change

**Discussion:**

Chairman Cadman asked what tool the agencies would use to assess themselves.

Gregg Rippey stated that the agency or EGE would determine what tool they use. Many of the agencies and EGE's already have an assessment system, and they are more likely to be tougher on themselves anyway.

Chairman Cadman clarified that the agencies and EGE's will use the E-Government Services Project Prioritization tool to assess themselves.

Gregg Rippey stated that the agency or EGE would be responsible for scoring the "Agency readiness" resource item, and they will choose their own tool to get to that score.

Greg Jenik asked if there are best practices that agencies or EGE's (i.e. local government entities) could use as a checkpoint or list to follow.

Gregg Rippey stated that he is not as concerned after looking at agencies throughout the state during the SIPA Road Show. Local government agencies and have their own due diligence.

Gregg Rippey recommended that the Board empower the Business Committee to make further changes to the E-Government Services Project Prioritization document, as necessary, but move forward with the process.

Michael Cooke stated that Jack Arrowsmith was present at the Business Committee meeting, and therefore local government was well-represented in the process.

Senator May stated that agencies could learn something by assessing other NIC -operated state portals to see how they function. It could be a part of the agency/EGE self-assessment process.

Gregg Rippey stated that Senator May had an excellent idea. Other states have an excellent handle on what they can do.

Gregg Rippey stated that he proposed that the agency come up with its own score in "Agency readiness" section. He also stated that the applications would have a tendency to self-sort. The Business Committee has spent a great deal of time and effort on this document, and it should serve as a good yardstick.

Senator May stated that Harry Harrington of NIC has briefed SIPA several times, and maybe he could give another presentation. He has over 15 years of experience working with state portals.

Chairman Cadman expressed appreciation to the Business Committee for the work they put into revising the document.

Michael Cooke, chair of the Business Committee, stated that the committee was pleased with the outcome of the meeting. A blessing of the overall concept would be appropriate at this time.

Gregg Rippy stated that timeliness is important so that CIO's can understand the process. Gregg Rippy stated that he wouldn't recommend weighing the scores, but he asked if there was any desire to weigh any of the scores.

Bob Feingold stated that it isn't necessary at this time to weigh the scores, as experience over time will create natural weights.

Gregg Rippy stated that perhaps the Board should use this for one year before assigning any weights.

Senator May asked if there was any kind of appeal process if consensus is lacking.

Gregg Rippy stated that the appeal process would be to present before the Board, but he believes that 99 percent of the time stakeholders will agree.

Senator May asked if there would be an executive order in place that would require agencies to use the portal.

Michael Cooke stated that no executive order is in place.

Senator May stated that a difficult aspect of IMC has been that departments proceeded with what they wanted without a process.

Michael Cooke stated that having Henry Sobanet (OSPB) on the Board would have an impact, as he will have a role in prioritizing budget requests. There is a good checks and balances system in place.

Senator May stated that security is a big issue.

Gregg Rippy stated that he would caution the Board that if use of the portal ever became a mandate then the self-funded resources might not be available. Unfunded mandates are extremely risky.

**B. Contracts Committee, Gregg Rippy**

Gregg Rippy reported that the Department of Revenue and the legal counsel representing NIC are very close to completing the first EGE agreement, which will outline how the department and SIPA will work together. He also noted that Colorado Interactive would not have a signature on the EGE agreement. Gregg Rippy stated that the EGE agreement is very similar to the first agreement presented to the Board in June.

**C. Finance Committee, Henry Sobanet**

Henry Sobanet, chair of the Finance Committee, was not present at the meeting, but he distributed a memo and year to date financial statement.

**D. Personnel Committee, Rep. Cadman**

The Personnel Committee provided an update earlier in the meeting.

**VI. Old Business**

**A. Request to broadcast SIPA meetings online**

Chairman Cadman stated that SIPA had received a request to broadcast SIPA meetings online, which might be of interest to several people who may be unable to attend the meetings. Chairman Cadman opened the floor to discussion.

**Discussion:**

Michael Cooke stated that SIPA meets in Hearing Room A only while the Legislature is out of session, and she would not recommend broadcasting meetings online as it could create an inconsistency once the Board meetings are moved to a new location. She recommended that this would be a good idea if SIPA found a permanent location to hold meetings that has broadcasting functionality.

Senator May recommended that SIPA move its meetings to the Audit Hearing Room, as it has broadcasting capabilities, and it is only used in the mornings during the Legislative session.

***ACTION ITEM: Angie Onorofskie will check the availability of the Legislative Services Building, Audit Hearing Room for SIPA to use a permanent meeting location.***

**B. Introduction of Audience**

Members of the audience were introduced.

***Next meeting is scheduled for:***

Thursday, October 6, 2005

1:30 p.m. – 4:00 p.m.

Legislative Services Building  
200 E. 14<sup>th</sup> Ave.  
Hearing Room A, 1<sup>st</sup> Floor  
Denver, CO

## **VII. Adjournment**

Chairman Cadman called for a motion to adjourn the September 14, 2005 Special Meeting of the SIPA Board of Directors.

**MOTION:** to adjourn the September 14, 2005 Special Meeting of the SIPA Board of Directors.

Williams, T./ Jenik

**APPROVED UNANIMOUSLY**

The meeting was adjourned at 2:30 p.m.